

# Retention and Classification Report

**Agency:** Duchesne County (Utah). County Recorder (309)

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**Records Officer** Cristina Neilson

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**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 25974

3

**TITLE:** Correspondence

**DATES:** 1970-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 7.

**AUTHORIZED:** 09/26/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 25974

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 17449

3

**TITLE:** Greenbelt records

**DATES:** 1971-

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

These application forms are used to request taxation under the Farmland Assessment Act which allows for the assessment of agricultural land on the basis of its productive value rather than its market value. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (1995)). They are recorded with the county recorder.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 11, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 17449

**TITLE:** Greenbelt records

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 18101

4

**TITLE:** Mining notices of location

**DATES:** 1882-

**ARRANGEMENT:** Chronological by date filed

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains notices of location which provide the name of the claim, locators, location, legal description and the mining district.

**RETENTION:**

Retain Until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 18101

**TITLE:** Mining notices of location

(continued)

**APPRAISAL:**

Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 22195

4

**TITLE:** Mining proof of labor records

**DATES:** 1898-

**ARRANGEMENT:** Chronological by date filed

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Proofs of labor record the work performed at each mine annually with information pertaining to the name of the mining claim, number of days and time period worked on claim, mining district, value of work, and amount and type of materials removed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.



**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 22195

**TITLE:** Mining proof of labor records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 18110

3

**TITLE:** Miscellaneous index

**DATES:** 1959-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

**AUTHORIZED:** 12/02/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 22991

3

**TITLE:** Miscellaneous records

**DATES:** 1900-

**ARRANGEMENT:** Numerical by book and page.

**DESCRIPTION:**

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

**AUTHORIZED:** 04/10/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 22991

**TITLE:** Miscellaneous records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 81769

4

**TITLE:** Official records

**DATES:** i 1910-

**ARRANGEMENT:** Numerical by book number, thereunder chronological

**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1910 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also included certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1987 and continuing to the present. Retain in Office until microfilmed and then return to original owner.

Paper copy: For records beginning in 1987 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 81769

**TITLE:** Official records

(continued)

**APPRAISAL:**

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 22190

3

**TITLE:** Oil, gas and mineral leases

**DATES:** 1946-

**ARRANGEMENT:** Chronological by date filed

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 18104

3

**TITLE:** Powers of attorney index

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. Each page is "divided into seven columns, namely: 'date of filing,' 'book,' 'page,' and 'entry number,' 'from,' 'to,' 'revoked'" (UCA 17-21-6(8) (1995)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 18.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 18103

3

**TITLE:** Tax liens index

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are notices of liens "payable to the United States of America, other federal liens created under acts of Congress or regulation" . . . "shall be recorded in the office of the county recorder" (UCA 38-6-1 (2003)). "A certificate of discharge of any federal tax lien issued by the proper officer, is recorded in the office of the county recorder where the notice of lien is recorded" (UCA 38-6-3 (2003)). The notice of lien is required to either be listed in an alphabetical federal lien index or by the grantor or grantee or grantor index(UCA 38-6-2 (2003)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (2003)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 7.

**AUTHORIZED:** //

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Duchesne County (Utah). County Recorder

**SERIES:** 18103

**TITLE:** Tax liens index

(continued)

**PRIMARY CLASSIFICATION:**

Public